What is claimed is:

1. An electronic transaction system for making a request for estimating or ordering an article or service required by an organization to a vendor outside the organization comprising:

a processing unit installed inside the organization and having input means for inputting an estimate or order request and inputting information related to the request on the basis of information sent from the vendor after the request has been made; and

a management unit for managing communications between the processing unit in the organization and a processing unit in the vendor company, the management unit including:

information entry means installed inside the organization for entering data input by the input means of the processing unit in the organization;

transmission means for transmitting the estimate or order request entered into the information entry means installed in the organization and request-related data input later as requested by the processing unit in the vendor company; and

entry means installed outside the organization for

transmitting data used by the vendor to make a reply
to the estimate or order request as requested by the
processing unit in the vendor company and entering
data input and sent by the processing unit in the
5    vendor company.

2. The electronic transaction system according to
claim 1, wherein if, when an order for an article or
service is sent to the vendor, and an estimate reply
10   has not been obtained from the vendor, a request to
estimate the article or service is made to the vendor
before the order is sent and the order is then sent
after a reply to the estimate request has been
received.

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3. The electronic transaction system according to
claim 2, wherein, when replies to the estimate request
are obtained from two or more vendors, an order
request is automatically made to a vendor that
20   fulfills predetermined evaluation criteria.

4. The electronic transaction system according to
claim 1, wherein the both the entry means installed
inside and outside the organization store data
25   indicating that acceptance inspection of the article

or service has been made in the organization, and the
management unit presents that data in the entry means
installed inside or outside the organization together
with the data related to the request.

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    5. The electronic transaction system according to
claim 1, wherein when the vendor accepts the order,
the management unit allows the processing unit
installed in the vendor company to print a statement
10    of delivery.

    6. The electronic transaction system according to
claim 1, wherein the management unit obtains the date
on which the vendor delivered the article or the
15    service from the vendor and stores it in the entry
means installed inside and outside the organization.

    7. An electronic transaction system for making a
request for ordering articles or services required by
20    an organization to vendors outside the organization
comprising:
    first processing units installed in department
offices of the organization for inputting order
requests and a second processing unit installed inside
25    the organization for managing estimate or order

requests made by the first processing units, wherein

the second processing unit including management
means for managing dates of delivery of articles or
services input from processing units installed in the
5     vendor companies and acceptance processing means for
determining, for each first processing unit that makes
a new estimate or order request, the presence or
absence of order requests made by that first
processing unit for which acceptance inspection of an
10    article or service delivered has not been made within
a predetermined period of time after its date of
delivery and refusing the new request when the
acceptance inspection has not been made.

15    8. An electronic transaction management unit for
managing communications between a processing unit
installed inside an organization for making a request
for estimating or ordering an article or service and
a processing unit installed in a vendor company
20    outside the organization comprising:

information entry means installed inside the
organization for entering data input by the input
means of the processing unit in the organization;

transmission means for transmitting the estimate
25    or order request entered into the information entry

means    installed    in    the    organization    and
request-related data input later as requested by the
processing unit in the vendor company; and

    entry means installed outside the organization for
5    transmitting data used by the vendor to make a reply
to the estimate or order request as requested by the
processing unit in the vendor company and entering
data input and sent by the processing unit in the
vendor company.

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    9.    The electronic transaction management unit
according to claim 8, wherein the management unit
manages communications related to estimates or orders
made by a plurality of organizations.

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    10.    A computer-readable storage medium for
allowing a computer to performs the functions of:
    managing estimate requests or order requests made
by first processing units installed in a plurality of
20    departments in an organization;
    managing dates of delivery of articles or services
input    by    processing    units    installed    in    vendor
companies outside the organization in response to
order requests made by the first processing units; and

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for a first processing unit that makes a new estimate or order request, deciding the presence or absence of an order request for which acceptance inspection of an article or service delivered has not
5 been made within a predetermined period of time after its date of delivery and refusing acceptance of the new request when the acceptance inspection has not yet been made.

10 11. A computer-readable storage medium for allowing a computer to perform the functions of:

entering data input by input means of a processing unit installed inside an organization;

transmitting an estimate or order request entered
15 and data related to the request input later as requested by a processing unit installed in a vendor company outside the organization; and

transmitting data used by the vendor to make a reply to the estimate or order request as requested
20 by the processing unit in the vendor company and entering data input and transmitted by the processing unit in the vendor company.